



**OKLAHOMA FEDERAL EXECUTIVE BOARD**  
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**TABLETOP EXERCISE CRITIQUE: August 30, 2004**

	Not Valuable		←	→	Valuable		
	0	1	2	3	4	5	NR
Introductory General Session			1	8	22	18	
The appropriateness of the breakout sessions			1	2	17	29	
Scenario #1 discussion				2	23	24	
Follow-up and changes to scenario #1 and discussion				2	25	21	1
General Session to discuss unique findings and unanswered questions				9	20	19	1
Scenario #2 discussion		1	1	3	17	26	1
General Session to discuss unique findings and unanswered questions, wrap up			1	6	21	20	1
Having a map of the building to identify breakout rooms with the list of individuals in your specific breakout session				3	15	30	1

	Yes	No	NR
Do you feel that the size of your breakout session was appropriate? If no, was it too large or too small?	48		1
Was this worth the investment of your time?	47	1	1
Did you receive information today that will help strengthen your COOP plan?	46	2	1
Do you think this is an activity that should be done again?	45	2	2
Would it be useful to use this as an annual event to satisfy your exercise requirement?	35	10*	4

**Please comment on what the value of this exercise might be for you or your organization:**

- This forced me to find out if we have a coop plan. If so, why we have not had training on it.
- Improve COOP contents
- Good ideas to add to our agency's COOP.
- Second breakout did not stay on point; we did not talk about what we would do under the revision.
- Valued exchange of ideas and operational concepts in emergency management. It helps develop "response "jointness & support".
- It will help me improve our COOP. This exercise also revealed things that I didn't consider when I developed our COOP.
- This was invaluable for listening to others plans as were the challenges. I'm taking home some great points and issues I need to look into.
- It opens different views and helps for planning by the inputs of different agencies and their needs. Opens eyes to areas that may not ordinarily be looked at.
- Overall, positive experience

- While Altus has 20+ individual plans, we do not have a single source COOP. I want to take some ideas from the session and see if we can develop a COOP.
- Forced me to think about loss of electricity—realized we don't have adequate backups to run most of our operation longer than a day or so. Need to consider an alternate plan.
- Needs better scenario with more details and better audio/video presentation. Would help more if we had more time (whole day session). Should have some real live case studies. (i.e. Murrah Bldg., New York & DC on 9/11).
- Some issues were brought up that were not considered when our COOP was implemented. I also found it helpful to hear what other agencies were doing.
- Review plan and ensure that it is simple and practical.
- Review of our current plan.
- Forced me to rethink my agency plan. A lot of shortfalls (in plans) were identified by other agencies through their experiences.
- Every exercise is important because it makes you think, while helping you plan.
- Hearing from other agencies; about their plans.
- Wider knowledge base/exercise experience(s); Assist in final draft of COOP within an agency; Face to face encounters with agency reps.
- Several items came up that I plan to incorporate in our COOP to strengthen it.
- Very valuable. I picked up some useful information that will be incorporated into our plan. This was also a reminder for us to check in some areas (i.e. our backup capability).
- It will provide me better methods to use in the planning of COOP. Also more areas of consideration were enlightened.
- To help remind us that the COOP could be needed at any time.
- This will help us strengthen our COOP. A great help.
- Good job...great organization!
- Sharing ideas, actual experiences, common concerns—networking with other agencies.
- Good to network with other agencies; sharing ideas and concerns; issues and questions raised will help our individual COOP plan.
- This helps with the development and tweaking of a COOP.
- Comparison with other agencies is valuable. General discussions of overriding issues was helpful, that is-what do we (and our plan) have in common with our colleagues.
- Strengthen COOP plans and overall awareness. Framing/discussion was good!
- This exercise gives us some things to think about, especially communication, not only with other federal agencies, but our customers. This could be significant if we had to relocate.
- Helps to get us working with sister federal organizations.
- Help identify critical areas for plan-stimulate thought.
- Provided better plan for recall roster and notification if phone lines are down, cell phones unavailable, routes to building blocked.
- Thought provoking discussion that gave me additional information to fine tune our COOP plan.
- I learned things in every scenario discussion and have new issues to discuss and address with the COOP plan team and management. The group discussion for the 1<sup>st</sup> and 2<sup>nd</sup> scenarios stayed more focused than the weather scenario which did not stay on track. It was good to have discussions with just/only and other federal agencies.

**Please provide suggestions on how we might improve this type of activity in the future:**

- Not quite what I expected, brainstorming about plans is useful on plan development. I would like to see an exercise that focused on the seams between the plans.
- Increase tabletop discussion problems—too basic as is. Scenario #1 and #2 were essentially the same problem with only minor differences, other than longer shutdown period.
- Good exercise, Time of exercise was good (duration), great job!
- Although difficult, attendance by agency Heads/Chiefs would be significantly beneficial. Some did not attend. \*\*I do appreciate the importance that our FEB has given to “emergency management” Kudos to Ms. Jenkins!!
- The audio/video presentation was not adequate for the size of the room and number of participants. If your meeting room has built in AV presentation equipment, use it instead of bringing your own items.
- A little more discussion on how agencies work together/coordinate in an emergency.
- I don’t have any suggestions, I thought this was great. Thank you, this was very worthwhile.
- Setup exercise as a specific goal in mind where instead of round table discussion, it would become a working formulation.
- Setup a scenario where everyone is talking the same language but bring their individual expertise to look at it from different angles. For example, the scenario is that you are a Senior manager in a federal organization (FAA, HUD, FBI, TSA, etc.) and you operate out of a four story commercial office building...you have 75 employees, etc. Using a standard scenario will help the participants brainstorm on how to solve a problem. This will also allow the facilities to gradually increase the complexity of the scenario.
- I can think of none. It was obviously a well-planned activity.
- Should have a “round table” format in large and small groups. Add question/answer session. Have FEMA brief what they would do, and who would take overall charge of the situation.
- The room was too cold. I would request that laptops not be allowed in and cell phones put on vibrate or turned off.
- The National Guard Bureau has developed a computer software tool, named “AEAS” (Automated Exercise Assessment system). Up to 20 entities (users) interface at the same time in a tabletop emergency scenario—with real time actions required and assessment of those effects caused by the actions. Program includes an “after action report” when the exercise is ended. It’s a pretty neat tool for multi-agency emergency cooperation. Have a person (rep) from media or “Emergency Broadcast System” to help plan and coordinate the processes and limitations that they have for getting information out to the public and your employees.
- Next time perhaps we could meet with other agencies rather than staying with the same agencies from scenario one.
- Scenario involving bio-hazard situation(s); Utilization of OK Air National Guard Medical Units; Tabletop exercise every 6 months—each agency once a quarter if possible.
- Good show! Have it annually.
- Have more similar sessions periodically. It provides me an opportunity to hear what other federal organizations are doing.
- None. It was well done.
- Way to go FEB!
- Build on situations—vary situations in groups (i.e. group 1=power outage, group 2=tornado, group 3=terrorist attack, group 4=protest or other)
- Would like list of all attendees, w/ affiliations and job titles
- Sample COOP. When sending info, please include name of facility as well as address.

- Facility and resources were outstanding.
- Have session 1 be a mixed group exercise, have session 2 be an agency exercise.
- Master list of all attendees with organizations they represent and contact phone #, email, address to follow up or initiate new contacts.
- Room temperature—large general room needs audio enhancement microphones- “facilitators” need to not talk during presentation at general session.
- The scenarios were good but not as fast paced or “tense” enough to simulate real life. Good though.

**\*Five of those who answered “no” on the last question provided comments of explanation:**

- I do think we have to apply our individual plan to our specific missions. That’s why I don’t think the FEB tabletop exercise should/would suffice to meet the annual requirement.
- Need to exercise our plans
- Each agency is unique. To be effective, each one needs to individually exercise their COOPs.
- Need having my personnel available with my specific issues.
- Would not satisfy our requirement but would be worthwhile in keeping our plan up to date.

**Addressing the suggestion that the FEB provide a participant list:** The full participant list, including name, agency & phone was provided in “exit packages” along with a copy of the newest FPC-65 (Interim Guidance for State & Local Governments was provided to the City/County attendees), a copy of the GETS application, WPS application, and a pamphlet published by the VA that might be useful for employees to prepare at home.